

TO: RHC, WRM, JBP

cc: GA, DWB

DATE: 11 Feb 1962

FROM: C. M. Quigley

FILE: I 2.24

SUBJ: 1962 IBS National Convention - Advance Reservations

In order to meet John's immediate needs for publicity material, as well as to keep all informed, the following information is provided. Much of this planning is based on Dick's comprehensive memo of 4 Feb, and on subsequent conversations with Dick and John Davison of Yale.

Advance Reservations: All reservations will be handled through this address, including both hotel room reservations and conference advance registration. This means that the hotel reservations, which must be received with cash two weeks in advance by the hotel, will be a little sticky, but I feel this is the best way.

All effort should be made, I think to try to get a good percentage advance registration, so as to get a fair advance estimate of needs for planning the banquet, coffee and doughnuts, etc. In view of the problem of an uncommitted banquet speaker, a potential drawing card, this puts heavy demands on Program Arrangements and Publicity.

Advance Registration: In order to simplify the problem of finances, attendees requesting overnights accommodations will be asked to make out a separate check to the order of the Hotel Taft. That way, I will need to cash or write a minimum number of checks myself.

We will send on the average of one Advance Registration form to each college, but will want enough information on it to allow us to make out individual registration record cards for each attendee, in advance of the conference. A suggested Advance Registration form that can accomplish this is appended.

A second sheet can give the publicity and program information. Note that the following information should be included in the advertising accompanying this form.

1. Advance registration should be urged, for the convenience of all attendees.
2. Notice should be made that Mory's capacity is limited, hence we must hand out tickets on a first come, first served basis. (We will not publicize that the Dora commons is available to the overflow at a slight reduction, but we will be prepared to return them the difference in price and send them over to the Dora if we have to.)
3. It should be pointed out that since overnight accommodations are not available in the Dora, there is a moderate hotel room rate. Recommend the reservation of doubles wherever convenient.
4. Hotel reservations with separate checks made out to the Hotel Taft must be received by me no later than 24 Mar 1962. (We need not publicize the fact that the Hotel Taft's deadline is 28 March, or that additional rooms are being set aside anyway for the last minute rush.)

SUBJ: 1965 IRS National Convention - Advance Reservations

In order to meet John's immediate needs for publicity material, as well as to keep all informed, the following information is provided. Much of this planning is based on Dick's comprehensive memo of 1 Feb, and on subsequent conversations with Dick and John Lawson of Yale.

Advance Reservations All reservations will be handled through this address, including both hotel room reservations and conference advance registration. This means that the hotel reservations, which must be received with each two weeks in advance by the hotel, will be a little tricky, but I feel this is the best way.

All effort should be made, I think to try to get a good percentage advance registration, so as to get a fair advance estimate of needs for planning the banquet, coffee and doughnuts, etc. In view of the problem of non-committed banquet speakers, a potential planning error, this heavy demands on program arrangements and publicity.

Advance Registration In order to simplify the problem of rooming attendees requesting overnight accommodations will be asked to make out a separate check to the order of the hotel. That way, I will need to cash or write a minimum number of checks myself.

I will send on the average of one advance registration form to each college, but will want enough information on it to allow us to make out individual registration room cards for each attendee. In advance of the conference, a suggested advance registration form that can accomplish this is appended.

A second sheet can give the publicity and program information. Note that the following information should be included in the advertising accompanying this form.

1. Advance registration should be urged for the convenience of all attendees.
2. Notice should be made that room's occupancy is limited, hence we must hand out tickets on a first come, first served basis. (We will not guarantee that the room is available to the overflow of a slight reduction, but we will be pleased to return them the difference in price and send them over to the room if we have to.)
3. It should be pointed out that since overnight accommodations are not available in the room, there is a moderate hotel room rate, however the reservation of double rooms is convenient.
4. Hotel reservations with separate checks made out to the hotel will not be received by us no later than 24 Feb 1965. (We had not published the fact that the hotel will not accept a check, or that additional rooms are being set aside anyway for the last minute needs.)

Registration: Subject to change, it is planned that all attendees on arriving will receive the following:

Envelope containing -

1. Conference program
2. Name badge (Chowderdink cardboard pocket-insert type)
 Yellow - IBS National Staff only
 Green - All other attendees and officials
 (The colors may be interchanged, depending on IBS stocks at that time.)
3. Luncheon Ticket
4. Map of the Area (furnished by Yale)
5. Letter of welcome (furnished by Yale)
6. Advance Redistration Record Card

Suggestions on the design of items (3) and (6) are appended.

Good practice dictates that envelopes be stuffed in advance of the conference to avoid congestion at registration, so either I or someone at Yale should do the stuffing. Partial stuffing is possible, but usually defeats the purpose. Therefore, stacks of programs, badges, tickets and Advance Registration cards had probably best be sent to me, and I will coordinate the stuffing with Yale. I would estimate quantities of 200 to 250 of each should be sufficient, but use your own judgement on this, Dick. The Advance Registration cards and name badges must be in my hands by March 17, and preferably by March 1.

Coffee: Definite plans are underway to have coffee and doughnuts available at registration, probably to be supplied to us by a New Haven caterer. It's a good way to occupy the inevitable time interval between arrival and the first activity. More important, it lends the whole operation an informal, congenial atmosphere that is invaluable in this sort of get-together.

Finances: Conference expenses will include the banquet, coffee and doughnuts, and travel expenses for regional directors who are giving talks up to a preset maximum of \$20. (This last item won't break us, nor will it pay all the travel of the long distance travelers, but it will help defray expenses of those people who perhaps have the greatest potential of joining the IBS staff in the future.) The rates are shown in the appended Advance Registration form.

The following deadlines appear to be set by advance reservation considerations outlined above.

- 10 Mar - Advance publicity, including Advance Registration forms, in the mail to all stations
- 17 Mar - Advance Registration cards and name badges received by CEQ
- 24 Mar - Final hotel reservations received by CEQ from attendees
- 28 Mar - Hotel's deadline for reservations
- 31 Mar - Final deadline for advance reservations
- 31 Mar - All remaining material for registration envelopes received by CEQ

I presently consider the layout of the Luncheon Ticket, Advance Registration Record Card, and the Advance Registration Form final, at least for my purposes. Unless I hear any suggestions for changes

Registration subject to change, it is planned that all attendees on arriving will receive the following:

- envelope containing -
- 1. Conference program
- 2. Name badge (Chowderdick cardboard pocket-insert type)
- 3. Yellow - 196 National staff only
- 4. Green - all other attendees and officials
- (The colors may be interchanged, depending on 196 stocks at that time.)
- 5. Luncheon Ticket
- 6. Map of the Area (furnished by Yale)
- 7. Letter of welcome (furnished by Yale)
- 8. Advance Registration Record Card
- Suggestions on the design of items (3) and (6) are appended.

Good practice dictates that envelopes be stuffed in advance of the conference to avoid congestion at registration, so either I or someone at Yale should do the stuffing. I am stilling it possible, but usually defers the purpose. Therefore, stocks of programs, badges, tickets and Advance Registration cards had probably best be sent to me, and I will coordinate the stuffing with Yale. I would estimate quantities of 200 to 250 of each should be sufficient, but use your own judgment on this, Dick. The Advance Registration cards and name badges may be in my hands by March 15, and preferably by March 1.

Collet Definite plans are underway to have coffee and doughnuts available at registration, possibly to be supplied to us by a New Haven caterer. It's a good way to occupy the inevitable time interval between arrival and the first activity. Core important, it lends the whole operation an informal, congenial atmosphere that is invaluable in this sort of get-together.

Financial Conference expenses will include the banquet, coffee and doughnuts, and travel expenses for regional directors who are giving talks up to a present maximum of \$50. (This last item won't break us, nor will it pay all the travel of the long distance travelers, but it will help offset expenses of those people who perhaps have the greatest potential of joining the 196 staff in the future.) The rates are shown in the appended advance registration form.

The following deadlines appear to be set by advance registration considerations outlined above.

- 10 Mar - Advance publicity, including Advance registration forms, in the mail to all offices
- 15 Mar - Advance registration cards and name badges received by G-4
- 24 Mar - Final hotel reservations received by G-4 from attendees
- 26 Mar - Hotel's deadline for reservations
- 31 Mar - Final deadline for advance reservations
- 31 Mar - If remaining material for registration envelopes received by G-4

I presently consider the layout of the luncheon ticket, advance Registration Record Card, and the Advance Registration form final, at least for my purposes. When I hear any suggestions for changes

within the next few days, let's go to press with these. (Note that the use of Old English for the word "Mory's" is a nice touch, but but it's not worth going to much trouble over.)

Regarding the 3 by 5 Advance Registration Record Card, I don't know whether Dick can run off this size or not. If you wish, I can run off the 200 to 250 required on my hand-operated postcard mimeograph, but that quantity is difficult to handle. Dick, please let me know what you want to do on this.

I'm looking forward to a bang-up conference with a whopping turnout. With the committee we have this year, we just can't miss!

within the next few days, I'd like to press this issue. (Note that the use of Old English for the word "party" is a nice touch, but not it's not worth going to such trouble over.)

Regarding the 3 by 5 Advance Registration Record Card, I don't know whether this can run off this size or not. If you wish, I can run off the 200 to 250 records on my hand-operated postcard mimeograph. But that quantity is difficult to handle. Also, please let me know what you want to do on 1a.

I'm looking forward to a bang-up conference with a whopping turnout. With the committee we have this year, we just can't wait!

ADVANCE RESERVATIONS - SAMPLE FORMS

LUNCHEON TICKET

ADMIT ONE TO

JOEY'S

Old English
Font?

ADVANCE REGISTRATION
RECORD CARD

Name	Station	College	IBS?
<u>1962 IBS NATIONAL CONVENTION</u>			
CONFERENCE REGISTRATION			
Member (\$0.85)			\$
Non-member (\$1.35)			
BANQUET LUNCHEON (\$1.65)			
HOTEL ACCOMMODATIONS			
Single (\$6.00)			
Double (\$4.50)			
Total			\$
Rcvd			\$
Date			

(3 by 5 index card)

LUNCH ON TICKET

ADULT ONE TO

ONLY'S

Old English
Font

ADVANCE REGISTRATION
RECORD CARD

1962 THE NATIONAL CONVENTION

CONFERENCE REGISTRATION

Number (30.85)

Non-member (21.35)

HANDBUT LUNCH-ON (21.65)

HOTEL ACCOMMODATIONS

Single (26.00)

Double (34.50)

Total

Revd

Date

(3 by 3 index card)

1962

College

Station

Name

ADVANCE RESERVATIONS - SAMPLE FORMS (Cont.)

INTERCOLLEGIATE BROADCASTING SYSTEM

1962 NATIONAL CONVENTION

ADVANCE REGISTRATION

Station	College or University	IBS Member?
	MAILING ADDRESS	Date

ATTENDEES: (Please Print)

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Each attendee is requested to mark his choices beneath his number below and enter the total costs in the righthand column. Attendees from a given station must all pay the same conference registration fee, depending on whether the station is or is not an IBS member. Checks totaling the amounts shown under Conference Fees and Accommodations must accompany this form. NOTE THAT A SEPARATE CHECK IS REQUIRED FOR ACCOMMODATIONS ONLY!

CONFERENCE FEES:	1	2	3	4	5	6	TOTALS
CONFERENCE REGISTRATION							
Member (\$0.85 each)	_____	_____	_____	_____	_____	_____	\$ _____
Non-Member (\$1.35 each)	_____	_____	_____	_____	_____	_____	_____
BANQUET LUNCHEON (\$1.65 each)	_____	_____	_____	_____	_____	_____	_____
(Includes tip)	_____	_____	_____	_____	_____	_____	_____

Make check out to: INTERCOLLEGIATE BROADCASTING SYSTEM --> TOTAL \$ _____

ACCOMMODATIONS: Hotel Taft (Indicate which night(s) you will stay)	
Single Room (\$6.00 each)	_____ \$ _____
Double Room (\$4.50 each)	_____ _____

Make check out to: HOTEL TAFT --> TOTAL \$ _____

MAIL TO: Charles S. Quigley
Advance Reservations
2614 Kirkwood Place
West Hyattsville, Maryland

BEFORE: 24 March 1962
(Hotel Reservations)
31 March 1962
(All Reservations)

THE HIGGINS HOTEL - BIRMINGHAM

1965 - 1966

ADVANCE RESERVATION

Station _____ College or University _____

Room Number _____ Date _____



ATTENTION: (Please Print)

- 1. _____
- 2. _____
- 3. _____

Each attendee is requested to mark his choice beneath his number below and enter the total costs in the adjacent column. Attendees from a given station must all pay the same conference registration fee depending on whether the station is or is not an IRS member. Checks totaling the amounts shown under Conference Fees and Accommodations must accompany this form. NOTE THAT A SEPARATE CHECK IS REQUIRED FOR ACCOMMODATIONS ONLY.

CONFERENCE FEES:

1 2 3 4 5 6 TOTAL

CONFERENCE RESERVATION
Member (\$40.00 each)
Non-Member (\$25.00 each)

SALE TAX (10.00 each)
(Includes tip)

Make check out for: TOTAL \$ _____

ACCOMMODATIONS: Hotel Rate (Indicate which night(s) you will occupy)

Single Room (\$40.00 each)
Double Room (\$75.00 each)

Make check out for: HOTEL TAX \$ _____

ALL FOR: Charles W. Higgins
Advance Reservations
21 March 1965
21 March 1965
21 March 1965
(All Reservations)